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Date: <u>12-9-78</u> By: <u>35</u>

MEMORANDUM FOR: Comptroller

SUBJECT : Request for Nomination of a Full-Time Instructor for Assignment to the Office of Training in Support of Administrative Training

1. In order to provide the Director of Training with an adequate supply of instructors, trained and qualified to teach subject matter particular to the Deputy Director (Support) organization, I asked him to furnish me with a statement of his present and foreseeable requirements for such instructors with the understanding that we would then seek to fill them as soon as possible. His estimate of instructor requirements is now in hand.

2. It is proposed that each office upon which a requirement is levied would nominate to the Director of Training, through this Office, one or more individuals meeting the necessary qualifications set forth by Mr. Baird, and that final determination as to the acceptability of all nominees so designated would lie with him. Once selected, the individual would be transferred to the Office of Training to serve as a full-time instructor for a period of 30 months, which is the normal tour of duty in that component. Three months prior to the completion of this assignment, the same office would nominate a replacement, who would then overlap with his predecessor for that length of time, after which the original designee would return to his parent Career Service for reassignment.

3. While I realize that your Office has been called on frequently in the recent past to supply personnel to the Office of Training, I am sure you will agree with me that the present investment of another qualified person to instruct in Finance matters will pay eventual dividends that will offset the temporary dislocation caused by this request.

4. The Director of Training states that Finance training requirements have increased to the point where two qualified instructors will be required henceforth. In addition to Miss [redacted] then, Mr. Baird would welcome nominations from you for one junior Finance instructor in the grade range GS-7 through GS-11. This person should have had one or more tours of duty overseas, some college training in addition to a sound Finance background, and of course, he or she should possess an interest in teaching.

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5. I would appreciate it if your nominations could reach this Office not later than Tuesday, 5 April 1955, so that they may be reported to the Director of Training as soon thereafter as is practicable.

(s/
L. K. WHITE
Deputy Director
Support)

cc: Director of Training

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